

24 DEC 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 11 December 1970

1. Social Security Credits: At the request of the Office of General Counsel, a discussion was held on 8 December 1970 with the acting General Counsel of the Social Security Administration in Baltimore. The Deputy Chief, Contract Personnel Division attended with representatives from Central Cover Staff and the Office of General Counsel. The discussion was a continuation

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both legal and technical problem areas. This discussion, like the earlier one, yielded no new solutions, only a better appreciation of the real difficulties involved.

2. Two Year Letters - Retirees: A couple of months ago a decision was made to send a reminder letter to each prospective retiree two years before his scheduled date of retirement. The first group of such letters was sent last week. "Two Year Letters" will be sent from Retirement Affairs Division on a quarterly basis--the group sent out now will be to retirees who will retire in the first quarter of calendar year 1973. Each recipient will acknowledge receipt of the letter by signing and dating it, and will return it to RAD. A copy will be furnished to the respective career service in each case.

3. Cooperative Education: Fourteen new co-ops will enter on duty in January 1971. They will be assigned as follows:

Finance	- 1
Audit	- 1
OSI	- 3
WESAC	- 2
INR	- 2
NPIC	- 5

4. Inspection of Navy Reserve Unit: The Agency Navy Reserve Unit was inspected by the Commanding Officer of Naval Reserve Group 5-12 L, Washington Navy Yard, Washington, D. C., on Monday, 7 December 1970. Members of the inspection team were:

Captain W. E. Cooper, Commanding Officer
Commander Thomas C. Campbell
Commander J. W. Smith
LCDR C. O. Foley
LCDR R. B. Minturn, Jr.
LT David D. Emery

Captain Cooper conducted a personnel inspection of the Agency Reserve Unit at Headquarters Building while other members of the team conducted their inspection of Navy records and administrative files at the Reserve Branch, MPD, in the Magazine Building. When the team completed their inspection, a critique was given to [REDACTED] and members of his staff and it revealed that our Unit would receive a rating in the excellent or outstanding category. The team made many fine comments about the Unit and stated that it was one of the best Units they have inspected.

Another inspection similar to this one is scheduled for January 1971, by the 5th Naval District, Norfolk, Virginia.

5. Flowers for Childrens' Hospital: The eight poinsettia plants which were used in the auditorium for the Support Services Awards Ceremony were delivered to Childrens' Hospital. They were received enthusiastically.

6. Flower Show: The appreciative response to the Agency Garden Club's flower show was so enthusiastic that the show was extended for an additional two days, i.e., Wednesday and Thursday of last week.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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OD/Pers/ [REDACTED] djp (14 Dec 70)

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